

**Addendum No. 2 to RFP 15-53 Re-Bid**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding RFP 15-53 Re-Bid,  
Website Development & Content Migration

From: Angela M. Allen, Purchasing Director

Date: January 29<sup>th</sup>, 2015

Re: RFP timeline, answer questions

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**Please acknowledge receipt of this Addendum by signing below and including this form in your non-price proposal package. Failure to do so may subject the proposer to disqualification.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

## Addendum No. 2 to RFP 15-53 Re-Bid

### 1. Timeline

Due to inclement weather and the resulting office closures, the RFP timeline has been adjusted. The second deadline to submit questions for the RFP has been changed to **4:30pm on Wednesday February 4<sup>th</sup>**. The deadline to submit proposals remains unchanged: **11:00am on Tuesday February 10<sup>th</sup>**.

### 2. Questions and Answers

- We have our own GCMS (government content management system). It is not open source, nor do we use Drupal. Our security is Tier 2, and our customers data is stored at the same security level of Google and Verizon. How important is the utilization of open source/Drupal with this project?  
The creation of open source repositories that can be used by other municipalities for their websites is a firm requirement of our website overhaul. As outlined in the RFP, Drupal has been selected as our CMS. We made this decision after careful consideration of our goals (migration of content from an existing Drupal site, open source development, extensibility, etc.). Only bids for open source development using Drupal as a CMS (as outlined in the RFP) will be considered.
- How strict is your Section 508 compliance? Would accessibility best practices suffice?  
Universal design (the combination of accessibility standards with usability principles) is a priority of the City's website overhaul and not just a formality. The new website will adhere to Section 508.
- How will you assess Section 508 compliance pre-deployment?  
The City is consulting with the Institute for Human Centered Design, the City's internal ADA Coordinator, the Mass Association for the Blind, and user testing volunteers with disabilities to ensure that the website is fully accessible and Section 508 compliant.
- How will you assess and maintain compliance post-deployment?  
The City will work with the accessibility consultants mentioned previously to assess and maintain compliance as new content is added to the CMS. The vendor will only be responsible for ensuring that the deliverables within the scope of this project are compliant, not content created by the City after the launch.
- What component(s) are you looking to use for two-factor authentication? (e.g. e-mail, SMS, digital token, etc.)  
We would be open to using either email or SMS tokens based on the vendor's guidance, but do not wish to use digital/software tokens.
- Whether companies from Outside USA can apply for this ?? (From India or Canada)  
Yes, but please be aware that do to the additional financial, legal, and time zone logistics of managing a contract with a company outside of the U.S., applications from outside of the U.S. will be considered less advantageous, though they will not be ruled out for this reason.
- Whether we need to come over there for meetings ??  
Most interactions will be conducted online using the project management tools outlined in the RFP (e.g. Google Hangouts, JIRA etc.), but vendors must have the capability to work onsite to meet and troubleshoot should it become necessary for the successful development and launch of the website.

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- Can we perform the tasks (related to RFP) outside USA?? ((From India or Canada) **Yes, but please be aware that do to the additional financial, legal, and time zone logistics of managing a contract with a company outside of the U.S., applications from outside of the U.S. will be considered less advantageous, though they will not be ruled out for this reason.**
- Can we submit our proposals via email ? **Unfortunately no. Due to the requirement that all bids meet sealed bid requirements, all proposals must be submitted in sealed envelopes with original signatures to the Purchasing Department at 93 Highland Avenue Somerville, MA 02143 by 11:00am ET on 2/10/2015.**